



Homeland  
Security

**U.S. COAST GUARD**



# Sector Upper Mississippi River

## MARINE EVENT APPLICATION PACKAGE

Revised May 03, 2006  
(Previous versions are acceptable)

## TABLE OF CONTENTS

Section I: Introduction

Section II: Do I need to submit an application?

Section III: How do I submit an application?

Enclosures: (1) CG 4483, Application for Approval of Marine Event

(2) Sector Upper Mississippi River: Addendum to an Application for  
Approval of Marine Event

(3) Captain of the Port Policy Letter 02-04:  
Security at Marine Events

(4) Captain of the Port Policy Letter 01-04:  
Fireworks Safety at Marine Events

## Section I: Introduction

Thank you for requesting a Marine Event application package. This package contains information that will help ensure that your event will adhere to federal boating laws and safety guidelines in accordance with the Code of Federal Regulations. Enclosed in the package you will find an Application for Approval of Marine Event. Please ensure that all forms are complete and accurate upon submission.

If a regatta or marine event permit is required, the sponsor shall review his/her responsibilities as provided in this package. The sponsor must provide evidence of compliance with any applicable state laws. Permission must be granted from appropriate state and local authorities. The sponsor must contact the state Boating Law Administrator and the state agencies that are responsible for environmentally sensitive areas, critical habitats, and historical issues to ascertain what state requirements may apply to the event.

Submitting a Marine Event Application may seem overwhelming, however, the use of this package should help reduce confusion making the submission process go much more smoothly. If you have any questions or are unsure of the content of this package, contact the Marine Event Permit Application Coordinator at (314) 269-2550.

## Section II: Do I Need to Submit an Application?

According to Title 33, Part 100.15 of the Code of Federal Regulations: “ An individual or organization planning to hold a *regatta or marine parade* which, by its:

- Nature,
- Circumstances, or
- Location,

will introduce *extra or unusual hazards* to the safety of life on the *navigable waters of the United States*, shall submit an application to the Coast Guard.”

***Regatta or marine parade*** means an organized water event of limited duration, which is conducted according to a prearranged schedule.

Examples of conditions, which are deemed to introduce ***extra or unusual hazards*** to the safety of life, include but are not limited to:

- An inherently hazardous competition,
- The customary presence of commercial or pleasure craft in the area,
- Any obstruction of navigable channel which may reasonably be expected to result, and
- The expected accumulation of spectator craft.

***Navigable waters of the United States*** for events under the jurisdiction of the Captain of the Port, Sector Upper Mississippi River includes the navigable waters located in the following states:

Iowa, Kansas, Colorado, Nebraska, Wyoming, South Dakota, or North Dakota, or, in certain parts of Missouri, Minnesota, Wisconsin, and Illinois.

*(Please call the Application Coordinator for questions on location applicability.)*

Examples of events include but are not limited to: fireworks displays on or near waterways, shoot-outs, races, marine parades, water ski shows, air shows, excursions with numerous vessels, fishing tournaments, poker runs, and the blessing of a fleet. An important note is that size is not a determining factor. Furthermore, if you feel you are in doubt as to whether your event is required to have an application, submit an application. There is no submission fee associated with the Coast Guard Marine Event permit.

You are required to submit an application to this office if your event DOES meet the above applicability. Please proceed to the next section to find out about deadlines, time requirements, and submission procedures to Sector Upper Mississippi River.

If an event is held which requires an approved marine event permit and the sponsor does not obtain the permit, the Coast Guard will initiate civil enforcement action. The

maximum civil penalty is \$6,500.00. Furthermore, the Coast Guard Captain of the Port may close or cancel the event.

### **Section III: How Do I Submit an Application?**

Step 1: Fill out the following required forms:

- Application for Approval of Marine Event, CG 4423 (Enclosure 1)
- Sector Upper Mississippi River: Addendum to an Application for Approval of Marine Event (Enclosure 2)

Step 2: Fill out the following additional forms based on the nature of the event:

- Large Events - As per Sector Upper Mississippi River COTP Policy Letter 02-04 (See enclosure 3 for policy and plan template.) A description of site security measure is required for events that are expected to have:
  - ❖ More than 150 waterside participants/spectators, OR,
  - ❖ A combination of over 500 shoreside and waterside participants/spectators.
- Fireworks - As per Sector Upper Mississippi River COTP Policy Letter 01-04 (See enclosure 4 for policy and plan template.) A fireworks site plan is required for events that are expected to launch fireworks from a vessel or an over water platform.

*(All forms, instructions, and policies may be down loaded from the Sector Upper Mississippi River web site: <http://www.uscg.mil/d8/sector/umr/mep.html>*

Step 3: Include any other pertinent information regarding your marine event. After we have issued you a permit, any changes to the schedule of activities should be reported to this office immediately. Failure to provide sufficient information, or to dedicate sufficient safety or security resources to the event, may result in return or disapproval of your application or revocation of your permit.

Step 4: Ensure that the application, addendum, security plan, and fireworks site plan (if applicable), reaches Coast Guard Sector Upper Mississippi River no later than **135 days** prior to the event. This amount of time is needed to process and review the application. However, if a sponsor has a previously approved and recurring annual marine event on file with this office, then the application can be submitted **60 days** prior to the start of the event. Applications submitted **30 days** prior to the start of the event will be denied due to late submission. Failure to provide us with this information in a timely manner could prevent a Marine Event Permit being issued.

Step 5: Mail the application and required documents to:

Commander  
U.S. Coast Guard Sector Upper Mississippi River  
Attn: Marine Event Permit Coordinator  
1222 Spruce Street, Suite 7.103  
St. Louis, MO 63103

|  |  |  |  |   |           |
|--|--|--|--|---|-----------|
| DEPARTMENT OF HOMLAND SECURITY<br>U.S. COAST GUARD<br>CG-4423 (Rev. 5/2006, Sector UMR)  |  | APPLICATION FOR APPROVAL OF MARINE EVENT |  | DATE SUBMITTED  |           |
| <b>INSTRUCTIONS</b><br>1. This application must reach the Office at least <b>135 days</b> prior to the event, or at least <b>60 days</b> if the same event was held a year prior. Mail to address in block 23, or fax to (314) 539-2659.<br>2. Attach a section of a chart or a scale drawing showing boundaries and/or courses and markers contemplated.<br>3. Submit a copy of your entry requirements, and any special rules pertaining to equipment, rigs or procedures.<br>4. Please complete in a matter that allows for local reproduction. |  |  | 13. HAVE ANY OBJECTIONS BEEN RECEIVED FROM OTHER INTERESTED PARTIES?<br>__YES __NO ( <i>Explain</i> )  |   |           |
|  |  |  | 14. VESSELS PROVIDED BY SPONSORING ORGANIZATION FOR SAFETY & SECURITY PURPOSES (number and description)  |   |           |
|  |  |  | 15. DOES THE SPONSORING ORGANIZATION DEEM THEIR PATROL ADEQUATE FOR SAFETY AND SECURITY PURPOSES? ( <i>See St. Louis COTP Policy Letter 02-04</i> )<br>__YES __NO ( <i>Explain</i> )                                       |   |           |
|  |  |  |  |   |           |
| 1. NAME OF EVENT   |  | 2. DATE OF EVENT                         |  |   |           |
| 3. LOCATION OF EVENT / RIVER MILE  |  | 4. TIME ( <i>from, to</i> )              |  |   |           |
| 5. NAME AND ADDRESS OF SPONSORING ORGANIZATION<br>( <i>Include Zip Code</i> )  |  |  | 16. PERSON IN CHARGE   |   |           |
| 6. EXPECTED NO. PARTICIPANTS   |  | 7. SIZES OF BOATS                        |  | 17. WHERE WILL "PERSON IN CHARGE" BE DURING THE EVENT?  |           |
| 8. TYPE OF BOATS INVOLVED IN THE EVENT:  |  | 9. EXPECTED NO. OF:                      |  | 18. HOW CAN "PERSON IN CHARGE BE CONTACTED DURING THE EVENT?  |           |
|  |  | a. SPECTATORS (land)                     |  | 19. NAME OF PERSON TO BE CONTACTED FOR FURTHER DETAILS ( <i>Print clearly</i> ):<br><br>PHONE NUMBER:                      FAX NUMBER:                      E-MAIL: |           |
|  |  | b. SPECTATOR VESSELS                     |  |   |           |
| 10. DESCRIPTION OF EVENT   |  |  | <b>The undersigned has full authorization to represent the sponsoring organization</b> ( <i>Must be member of sponsoring organization.</i> )   |   |           |
|  |  |  | 20. SIGNATURE  |   | 21. TITLE |
| 11. WILL THIS EVENT INTERFERE OR IMPEDE THE NATURAL FLOW OF NAVIGATION OR VESSEL TRAFFIC?<br>__NO __YES ( <i>Explain</i> )   |  |  | 22. ADDRESS (Include Zip code)<br><br>AREA CODE AND TELEPHONE NO.  |   |           |
| 12. WHAT EXTRA OR UNUSUAL HAZARD (to participants or non-participants) WILL BE INTRODUCED INTO THE EVENT AREA?   |  |  | 23. <b>TO:</b> Commander<br>Sector Upper Mississippi River<br>Attn: Marine Event Permits Coordinator<br>1222 Spruce St., Suite 7.103<br>St. Louis, MO 63103<br><div style="text-align: right;">Phone: (314) 269-2550</div> |   |           |

# Sector Upper Mississippi River:

## Addendum to an Application for Approval of Marine Event

*The sponsoring organization is required by the Captain of the Port Sector Upper Mississippi River to provide the below information prior to issuance of a Marine Event Permit. However, if your organization can provide the same information in another format, use of this template is not mandatory.*

1. **Affiliated Parties.** Provide a list of all organizations affiliated with the marine event (such as fireworks operators, fire departments, police departments, volunteer support vessels, etc...), with a point of contact and phone number:
  
2. **Charts, Drawings, or Photographs of Event Location** (Required for all Marine Events.) Please attach a chart, drawing, or photographs of the event location which includes river miles and proximity to the navigational channel. For fireworks, please include the location of the shoot site and the estimated fallout radius of the fireworks (See enclosed Captain of the Port Sector Upper Mississippi River Policy Letter 01-04 (3) (b) for list of required items). If special buoys are to be used, include their location and provide a description (photo is preferred) of the buoys.
  
3. **Special Lighting.** If your event includes the use of special lighting (i.e. laser, background), which may create a conflict with navigation, provide a description of how the lighting will be used:
  
4. **Safety and Security Support Resources.**
  - 4.1. For each organization providing support vessels and landside resources (i.e. State, Local, Private, or Volunteer) provide the following information:

| Name of Organization | Description of Capabilities and Usage (i.e. safety and/or security)* | Type of Communications (Must have Marine Band Radio with VHF-FM 16) |
|----------------------|--|---|
|                      |  |   |
|                      |  |   |
|                      |  |   |
|                      |  |   |

(\* Examples: law enforcement, swift water rescue, fire fighting, diver, crowd control.)



4.2. For volunteer organizations providing support vessels, include the additional information:

➤ Description of training for vessel personnel:

➤ Name and description of boats (including how the vessels are marked for easy identification):

5. **Safety Measures.** Provide a summary of all safety measures in place to protect participants and the public:

6. **Person In Charge (PIC).** Has arrangements been made to ensure that the PIC, or their representative, has access to VHF-FM Channel 16 throughout the event? YES / NO

7. **Command Post.** Will a command post be in use for the event? YES / NO.

7.1. Location of Command Post:

7.2. Phone number:

7.3. Access to VHF-FM: YES / NO.

7.4. Manned by law enforcement personnel: YES / NO.

8. **Other Applicable Permits.**

8.1. List all permits required and received from local, state, and other federal agencies for this event (these include local & state fireworks, FAA, and other appropriate permits) Please attach copies of these permits to the application package:

8.2. **For Air Shows:**

➤ Has FAA made a determination regarding the impact on the waterway? YES / NO (If yes, please describe the area of the river that will be impacted)

9. **High Water.** At what high water river levels does the sponsor anticipate the event will be cancelled?

10. **Racing Events.**

10.1. Maximum speed that vessels will be traveling.

10.2. Maximum number of vessels on the course at any one time.

11. I, \_\_\_\_\_, acting on behalf of the sponsoring organization,  
\_\_\_\_\_, I am providing the above information and have submitted the  
following in conjunction with this addendum (please check all that apply):

- ☐ Per COTP Sector Upper Mississippi River Policy Letter 01-04, a fireworks site plan for events that are expected to launch fireworks from a vessel or an over water platform.
- ☐ Per COTP Sector Upper Mississippi River Policy Letter 02-04, a site security measure description for events that are expected to have:
  - a. More than 150 waterside participants/spectators, **OR**,
  - b. A combination of over 500 shoreside and waterside participants/spectators.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## CAPTAIN OF THE PORT SECTOR UPPER MISSISSIPPI RIVER POLICY LETTER 02-04

Subj: SECURITY AT MARINE EVENTS

Ref: (a) Title 33, Code of Federal Regulations (CFR), Part 101

1. PURPOSE. To ensure the coordination and communication of security measures for marine events on navigable waters located within the Captain of the Port (COTP) Sector Upper Mississippi River zone.
2. POLICY. Applicants are required to submit a marine event permit application and an addendum no less than 135 days prior to the event if the applicant does not meet criteria specified in 33 CFR 100.15 (c), or 60 days prior to the event if the applicant does meet the criteria.

The event sponsor is responsible for ensuring appropriate security measures for the marine event are in place. Sponsors are encouraged to contact local authorities during the planning phase to ensure all aspects of security are considered. Furthermore, as described in reference (a) the Coast Guard has the authority to impose additional security requirements on vessels, structures, and facilities of any kind, located under, in, on or adjacent to waters subject to the jurisdiction of the U.S. Additional requirements that may be imposed by the U.S. Coast Guard include (but are not limited to) requiring:

- Additional waterside and shoreside monitoring
- Crowd control, and,
- Restrictions on the number of participants and vessels.

Therefore, it is important for event sponsors to understand that the approval of a permit requires joint effort and support among the event organizers, local authorities, and COTP Sector Upper Mississippi River, who serves as the Coast Guard's Issuing Authority.

3. PROCESS.
  - b. The event sponsor is required to provide COTP Sector Upper Mississippi River a description of security measures, which take into consideration and address the performance standards detailed in enclosure (1), for events that are expected to have:
    - a. More than 150 waterside participants, **OR**,
    - b. A combination of over 500 shoreside and waterside participants.

For events that **do not** meet these conditions, security measures are recommended and, if provided, should be detailed in the addendum to the marine event permit. A template (enclosure 2) may be used to describe security measures for the event.

16600  
March 8, 2004

- c. The COTP will use multiple internal and external sources to determine the level of security risk associated with each event. Sources include the national threat level, field intelligence, event characteristics, and proximity of national or regionally-significant.
  - d. Once the security risk assessment has been completed, the COTP will include any additional security measure requirements above what is submitted by the sponsor on the Marine Event Permit, if needed.
4. RESOURCES. Additional information concerning this policy can be directed to the Marine Event Coordinator at 314-269-2550.

S. E. ENGLEBERT  
Captain  
U.S. Coast Guard

2 Enclosures

# Security Template

This template is derived from Captain of the Port Sector Upper Mississippi River Policy Letter 02-04: "Security at Marine Events". *Please refer to the following chart "Security Performance Standards for Marine Events" located in the policy letter, for an explanation of required information.)*

**12. Name, position, and phone number of person responsible for security at this event** (this person should be able to receive & implement security directives as provided by the COTP):

**13. Security Communications:**

13.1. Describe communications between event organizer and event attendees:

13.2. Describe communications between event organizer and law enforcement at event:

13.3. Describe communications and coordination between event organizer and other marine or shoreside event(s) within a ½ mile:

| Other Event Name | Location | Date | Time | Security Point of Contact | Means to Contact<br>(i.e. phone number, VHF) |
|------------------|----------|------|------|---------------------------|--|
|                  |          |      |      |                           |  |
|                  |          |      |      |                           |  |

**14. Suspicious Activity Monitoring for appropriate Maritime Security (MARSEC) level:**

| MARSEC   | # Of Personnel | Organization (s) | Locations | Communications |
|--|----------------|------------------|-----------|----------------|
| Description of shore side personnel addressing safety and security at MARSEC 1 |                |                  |           |                |

|  |                     |                         |                  |                                      |
|--|---------------------|-------------------------|------------------|--------------------------------------|
| Description of shore side personnel addressing safety and security at MARSEC 2 |                     |                         |                  |                                      |
| <b>MARSEC</b>  | <b># of Vessels</b> | <b>Organization (s)</b> | <b>Locations</b> | <b>Communications (VHF-FM Radio)</b> |
| Description of vessels addressing safety and security at MARSEC 1              |                     |                         |                  |                                      |
| Description of vessels addressing safety and security at MARSEC 2              |                     |                         |                  |                                      |

*(Attach additional pages if more room is needed.)*

**15. Crowd Control.**

15.1. Describe procedures in place for orderly conduct of event participants:

15.2. Describe procedures for limiting the number of attendees if required by the COTP under MARSEC 2:

15.3. Describe procedures for the safe and orderly conduct of an evacuation, if ordered:

16. Acting on behalf of the sponsoring organization, \_\_\_\_\_, I have read, understand, and will comply with all security performance standards noted in the U. S. Coast Guard, Captain of the Port Sector Upper Mississippi River Policy letter 02-04.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commander  
Sector Upper Mississippi River

16600  
March 8, 2004

1222 Spruce St. Ste. 8.104E  
St. Louis, MO 63103-2865  
Staff Symbol:  
Phone: (314) 269-2500  
Fax: (314) 539-2659

16600  
March 8, 2004

## CAPTAIN OF THE PORT SECTOR UPPER MISSISSIPPI RIVER POLICY LETTER 01-04

### Subj: MARINE SAFETY AT FIREWORKS DISPLAYS

Ref: (a) National Fire Protection Association (NFPA) 1123, Code for Fireworks Displays  
(b) Title 33, Code of Federal Regulations (CFR), Part 100  
(c) Title 33, Code of Federal Regulations (CFR), Part 160

5. PURPOSE. This policy letter sets forth the required guidelines for outdoor fireworks displays on board vessels and floating platforms on navigable waters located within the Captain of the Port (COTP) Sector Upper Mississippi River zone.
6. POLICY. Applicants are required to submit a marine event permit application and site plans for fireworks displays to the COTP Sector Upper Mississippi River no less than 135 days prior to the event if the applicant does not meet criteria specified in 33 CFR 100.15 (c), or 60 days prior to the event if the applicant does meet the criteria. Requirements for site plans are detailed in Section three (3) of this policy letter. To assist in meeting safety requirements, applicants may use the Fireworks Site Plan template in enclosure (2).

The event sponsor is responsible for ensuring the overall safety of the marine fireworks display. Sponsors are encouraged to contact local authorities during the planning phase to ensure all aspects of safety are considered. Furthermore, as described in references (b) and (c), the Coast Guard has the authority to impose appropriate controls on marine events that may pose to be a safety threat to persons, vessels, and facilities in its jurisdiction. Therefore, it is important to understand that approval of these permits require joint effort and support among the event organizers, local authorities and COTP Sector Upper Mississippi River, who serves as the Coast Guard's Issuing Authority.

7. APPLICATION REQUIREMENTS. Based upon the unique requirements that each event presents, some application reviews are very time consuming and the findings may require modified and/or additional requirements be imposed by the local authority or COTP Sector Upper Mississippi River. Therefore, it is essential that marine event applications for fireworks displays be submitted on time to the COTP Sector Upper Mississippi River. Failure to do so will delay the application review and approval process and may ultimately require the COTP Sector Upper Mississippi River to postpone the event until it can be verified that all requirements have been met.

Below is a list of minimum requirements that all marine event coordinators affected by this policy shall address in their application and fireworks site plans.

- a. Provide a list of all involved parties affiliated with the marine event such as fireworks operators, fire departments, police departments, the Federal Aviation Administration, other groups involved in the event, and any other local or state authority having jurisdiction.

- b. Provide a site plan that includes, at a minimum, the dimensions of the discharge site on the vessel/floating platform, the spectator viewing area, the parking area, and the fallout area, along with their associated separation distances.
- c. List the largest shell size that will be used in the fireworks display.
- d. Describe the vessel/floating platform characteristics, which include length, width, draft, gross tonnage, structural type, and if available the stability details.
- e. Describe whether the vessel/floating platform is self-propelled or controlled by another vessel and its mooring and/or anchoring arrangements.
- f. Address how the vessel/floating platform will be physically secured at all times before, during, and after the event.
- g. Describe the fireworks arrangements on the vessel/floating platform and describe the safety measures in place to ensure the safe execution of the fireworks display.
- h. Describe if the vessel/floating platform will or will not be manned during the electrical firing phase. If the platform will be manned then a safety shelter must be provided that meets the following requirements:
  - Be of sufficient size to accommodate all personnel present during the actual firing of the display.
  - Have a minimum of three sides and a roof.
  - Have walls and a roof constructed of at least ¾ inch plywood or equivalent material.
- i. Provide a copy of the fireworks permit issued by the local fire department or authority having jurisdiction where the marine event is to take place.
- j. Provide proof that the fireworks operator selected for the event has training and experience in arranging and inspecting fireworks discharge equipment. This can be satisfied by including a copy of a current and valid fireworks operator license or proof that the operator is an employee of a company in the business of public display of fireworks. If not licensed, the operator should provide documentation of successfully completing a fireworks course taught by a competent public or private authority. The operator shall provide documentation of having participated in the setup and inspection of a minimum of one public display within the past twenty-four months.

*(Note: Some local and state jurisdictions require fireworks operators to have such licenses. The Coast Guard COTP Sector Upper Mississippi River does not license fireworks operators, but requires that all fireworks operators comply with local and state jurisdictional requirements.)*
- k. Notify and provide a brief statement that the local Occupational Safety and Health Administration (OSHA) has been notified of the fireworks event.
- l. Submit a safety plan that addresses emergency procedures which include the following items:
  - Emergency procedures as outlined in NFPA 1123, appendix F.6.4.
  - Describe means of communication to alert all involved parties of an emergency.



- Emergency reporting instructions that describe the information that should be provided to emergency responders.
- Means of evacuation of the crew, the location and approximate response time of a designated response vessel, and a refuge area for emergency personnel access.

*(Note: It is recommended that a standby towing vessel be available to provide assistance in case of an emergency.)*

- m. Describe the location, size and makeup of the command center for the event before, during, and after the fireworks show.

*(Note: Depending upon the size of the event, the maritime security level at the time of the event, and an array of other factors, the COTP Sector Upper Mississippi River may send Coast Guard personnel to the command center and may issue and enforce a waterway security zone.)*

- n. Provided a brief statement that a sponsor representative has read, understands, and will comply with all operational restrictions noted in this policy letter.

#### 8. OPERATIONAL RESTRICTIONS.

- a. The COTP Sector Upper Mississippi River may require that the vessel/floating platform be examined prior to being used for fireworks displays. This will be determined during the application review phase and, if determined necessary, the examination will be conducted prior to permit approval.
- b. All vessels/floating platforms must comply with Chapter 4 of reference (a).
- c. Dump scows with wall heights exceeding 4 feet in height should not be used for fireworks displays since they increase the difficulty of exiting the vessel.
- d. Even though NFPA 1123, Section A.4.3.4, allows the use of wooden vessels for fireworks displays their use in marine fireworks displays is strongly discouraged. If floating platforms constructed of wood or other combustible material are used the surface of such platforms must be protected from fire by means acceptable to the authority having jurisdiction. These platforms should also be of sufficient construction and configuration to safely allow the firing of the display.
- e. Vessels used for fireworks displays should have man overboard handholds or ladders placed in a fashion appropriate to aid the recovery of personnel in the water. If freeboard is excessive or river conditions mandate the tow boat (on a tow boat/barge platform) have its wheel continually engaged, the rescue boat shall be stationed close enough to render immediate assistance.
- f. Firing of shells should not occur when, in the opinion of the COTP Sector Upper Mississippi River, conditions such as rapid water current pose a potential safety hazard to the operation.
- g. Each vessel/floating platform shall have at least one approved ring life buoy with a lifeline 100 feet or more in length and in good serviceable condition. All such buoys will be stowed for immediate access and use.
- h. A rescue boat (emergency response watercraft) shall be provided with a communications system capable of conversing with the operator and the command center. The boat or craft shall not be of an inflatable type, and shall be capable of withstanding brief exposure to hot embers.
- i. No welding or hot work is permitted while fireworks are aboard the floating vessel/floating platform.

March 8, 2004

9. RESOURCES. The 2000 Edition of reference (a) provides amplifying guidance on this subject. Copies of the code can be purchased for \$28.00 on-line at [www.nfpa.org/](http://www.nfpa.org/) or by phone at 1-800-344-3555. Additionally, local fire departments or state fire marshal's offices may have a copy for applicants to review. Applicants with questions concerning this policy letter can contact the Marine Event Coordinator at (314) 269-2550.

S. E. ENGLEBERT  
Captain  
U.S. Coast Guard  
Fireworks Site Plan Template

*This template is derived from Captain of the Port Sector Upper Mississippi River Policy Letter 01-04: "Marine Safety at Fireworks Displays".*

1. Name, position, and phone number of the operator of the fireworks display and the local fire department point of contact:

**For Water Launched Fireworks Displays:**

(If fireworks are launched from land, please skip to #11)

2. Name of launch vessel/floating platform(s) and the assist vessels involved in the event (i.e. barge(s) and tow boat(s)):
3. Description of vessel/floating platform(s) characteristics including length, width, draft, gross tonnage, structure type, and stability details (if available).
4. Description of vessel/floating platform(s) movement (i.e. self-propelled or method/name of vessel to move and position platform) and its mooring arrangement. *(Required NO LATER THAN 72 hours prior to the start of the event)*
5. Description of the platform's security at all times before, during, and after the event. How will the fireworks be safeguarded until the event takes place?

6. Describe fireworks arrangement on the platform(s) and safety measures to ensure safe execution of the fireworks display:
7. Will the platform be manned during the firing phase? YES / NO
8. If yes, then is there the require safety shelter in place which meets all 3 of the following characteristics?  
YES / NO
  - a. Sufficient size to accommodate all personnel present during the actual firing of the display
  - b. Minimum of three sides and a roof
  - c. Walls and roof constructed of at least ¾ inch plywood or equivalent material
9. Name and river mile of location where the launch vessel will be loaded with fireworks:
10. Date and Time of fireworks loading: \_\_\_\_\_

**For Water & Shore Launched Fireworks Displays:**

11. Size of the largest shell used in the display (i.e. 8"):
12. Distance of fireworks display from waters edge:
13. Provide proof that the fireworks operator selected for the event has training and experience in arranging and inspecting fireworks discharge equipment. (Attaching a copy of a current and valid fireworks operator license to this site plan satisfies this requirement. If the operator is not licensed, then see the COTP Sector Upper Mississippi River policy letter 01-04 for additional direction.)
14. Has the Occupational Safety and Health Administration administrator been notified of the fireworks display event? YES / NO

15. **SAFETY PLAN** (Listed items are the bare minimum requirements and the plan should include additional information such as stand by rescue boats and personnel, crew evacuation procedures, refuge area for emergency personnel, etc...):
- a. Description of the means of alerting staff of emergencies:
  - b. Identify the signal and means to notify the display operator, sponsor, or both to terminate the loading or firing of fireworks in the event a hazard arises during the outdoor display:
  - c. Identify the means of notifying public emergency services:
  - d. Describe emergency reporting instructions describing the information that should be provided to emergency operators:
16. Acting on behalf of the sponsoring organization, I, \_\_\_\_\_, understand and will comply with all operational restrictions noted in U. S. Coast Guard, Captain of the Port Sector Upper Mississippi River Policy letter 01-04.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_